



# M.A./BC

## Practicum Site Application

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**Please return to:**

Dallas Theological Seminary  
Department of Biblical Counseling  
3909 Swiss Avenue  
Dallas, Texas 75204

**Attn: Counseling Practicum Coordinator**

**Students may not counsel within a site until the site and supervisor are approved. Take note of the "Requirements" section of this application, which outlines your requirements as a practicum site.**

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### SITE INFORMATION (Please Print or Type)

**Date:** \_\_\_\_\_

**Professional Agency Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Mailing Address (if different):** \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

**Business Email Address:** \_\_\_\_\_

**Website Address:** \_\_\_\_\_

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### SITE HISTORY (Please Print or Type)

**Please provide a brief summary of the founding and development of your site, including founder(s), locations, dates, and partnerships.**

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**How many students do you employ each semester?** \_\_\_\_\_

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**COUNSELING EXPERTISE (Please Print or Type)**

What types of clients does your site consistently counsel (i.e. at least 75% of your clients fit this profile)? (e.g. age, marital status, sex, etc.)

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**Specialties. In the spaces provided, please check the issues your organization is prepared to handle.**

- ACOA
- Attention Deficit Disorder
- Adoption
- Anxiety
- Anger Management
- Career
- Children
- Child abuse
- Chronic Pain
- Codependency
- Communication/Conflict
- Crisis Counseling
- Depression
- Disabilities
- Divorce Recovery
- Domestic Violence
- Eating Disorders
- Family
- Finances
- Gender Identity Issues
- Grief
- HIV/AIDS
- Homosexual Issues
- Hyperactivity
- Learning Disabilities
- Marriage
- Mid-Life Crisis
- Missionary Re-Entry
- Multiple Personality Disorder
- Obsessive/Compulsive Disorder
- Parenting
- Pastor's Families
- Personality Disorders
- Phobias
- Physical Abuse
- Play Therapy
- Post-Abortion
- Post-Traumatic Stress

- Pregnancy
- Pre-Marital
- Prison/Probation
- Psychotic Issues
- Rape Recovery
- Ritual Abuse
- Severe Mental Illness
- Sexual Abuse
- Sexual Problems
- Singleness
- Spanish Speaking
- Spiritual Issues
- Suicide
- Teenage Issues
- Women's Issues

**ADDICTIONS:**

- Alcohol
- Drugs
- Gambling
- Internet
- Pornography

**GERIATRICS:**

- Adult Children Relationships
- Alzheimer's Disease
- Dementia
- Grandparenting

**OTHER:**

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**ASSESSMENT & TESTING (Please Print or Type)**

**Do counselors at your site use educational and vocational assessments? \_\_\_\_\_ If so, please explain.**

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**Do counselors at your site perform psychometric evaluations? \_\_\_\_\_ If so, please explain.**

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**CHARGE FOR SERVICES (Please Print or Type)**

**What is your site's basic fee schedule?**

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**Does your site have a sliding fee scale? \_\_\_\_\_ If yes, please explain.**

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**Does your site offer financial assistance to those who are in need? \_\_\_\_\_ If yes, please explain.**

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**Does your site accept insurance? \_\_\_\_\_ If yes, which one(s)?**

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**LIABILITY/MALPRACTICE (Please Print or Type)**

**Dallas Theological Seminary and the Department of Biblical Counseling require all practicum sites and supervisors to have current liability/malpractice insurance. A copy of liability/malpractice insurance for both the practicum site and practicum site supervisor must be submitted with this application prior to site and site supervisor approval and before the student can record hours for DTS graduation.**

**Does the organization have liability/malpractice insurance? \_\_\_\_\_**

**Has anyone within the organization ever been denied liability/malpractice insurance? \_\_\_\_\_ If yes, please explain.**

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**Has anyone within the organization ever had a malpractice claim/suit filed against him/her? \_\_\_\_\_ If yes, what were the results of the findings?**

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**Were disciplinary actions taken? \_\_\_\_\_ If yes, please explain.**

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**APPLICATION CHECKLIST**

**Please make sure to include the following when submitting this application:**

1. Proof of liability/malpractice insurance.
2. Practicum Site Supervisor Application (if student will be interning at site)

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## REQUIREMENTS

- The site and site supervisor must have current liability/malpractice insurance.
- The site must have a licensed professional in some area related to counseling (i.e., psychology, counseling, social work, etc.) who will agree to act as supervisor of the student.
- The site must fill out (and get approved) a Practicum Site Application and Practicum Site Supervisor Application prior to approval of the student's placement.
- There is also an evaluation at the end of the semester that we request the supervisor to fill out, regarding the performance of the student.
- The site supervisor must sign off on all the hours logged by the student.
- Per semester, the practicum student must perform at least 50 face-to-face client contact hours. This can be individual, couple, family, group, etc. Three of these sessions must be video taped by the student for class critique with DTS instructor.
- Per semester, the practicum student must perform at least 100 administrative hours. This can be anything from answering the phone and filing papers, to training sessions required.
- The student must meet with site supervisor for one hour at least once a week for quality supervision.

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## CERTIFICATION

I, \_\_\_\_\_, (*please print*) certify that all information given on this application is complete and correct and may be used to determine site eligibility for use as a DTS practicum site. I authorize Dallas Theological Seminary to verify the information that I have provided. I agree to notify the proper officials of the institution of any changes in the information provided. I understand that falsification or omission of any of the information will void site eligibility and nullify site approval.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

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## SUBMISSION DETAILS

Please contact Dallas Theological Seminary if you have any questions or concerns. The phone number to the Department of Biblical Counseling office is (214) 874-4406 or the email address is [jcrow@dts.edu](mailto:jcrow@dts.edu).

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